

Memorandum

To: Maria Henningburg
CC: Gus & Peter
From: Donald Harris
Date: 3/29/04
Re: Implementation of the Marketing Program for The Estates at Shabazz Heights

GOOD NEWS ! GOOD NEWS !! GOOD NEWS !!!

We have received a commitment for the construction of the 18 two-family townhomes called The Estates at Shabazz Heights. All of the terms and conditions outlined in the commitment, which govern the construction loan advancements are most important. As such, we must provide our lender the following:

- ❖ Fully executed contracts of sale and a copy of valid permanent mortgage commitment for each home prior to any hard cost construction advances. Recently, I provided the names of Derrick Jackson and a relative, Renee Knight, George Johnson, Kaye Thompson, S. Porter and Pat Price. These persons would like to purchase one of our townhomes. Please...if you have not already, complete the contract process and provide copies of same to me.

With regards to the marketing of the townhomes, I need six (6) copies of your Marketing Plan, including but not limited to the following:

- ❖ The Ad. program;
- ❖ Community outreach; and
- ❖ Hand-outs, etc.

It is anticipated that construction will begin on or about May 3, 2004. Therefore, I am requesting that we meet every Monday morning beginning April 5, 2004 at 11:00 AM. The purpose of the meetings is that of affecting our Marketing and Sales Program.

If you have any questions concerning the Shabazz Marketing and Sales Program you are contracted to implement, I welcome the opportunity to work with you and your associates in any way I can.

This is the moment for which we have all been waiting.